Fiscal Division

Program Operating Plan

Program Name   Fiscal Division

Bureau   Financial Services

Deputyship   Chief Financial Officer

Program Purpose   To provide our customers with **financial services** in a professional, accurate, and timely manner.

Major Responsibilities
- Payroll/ Accounts Payable/Travel Reimbursement
- Cash Management/ Cash Receipts
- Financial Reports
- Federal Indirect Cost Rates
- General Ledger

Population Served   TDH and its customers

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Fiscal Division

Program Objectives

Fiscal Year 2003 Objectives

- Successfully prepare for implementation of HHSAS Payroll module.

- Refine HHSAS General Ledger and Accounts Payable module procedures.

Services Provided/Activities

Health Care Safety Net Services

N/A

Essentials Public Health Services (EPHS)

N/A

Administrative Services

- Payroll preparation.
- Payroll reporting to the Employees Retirement System and to the Internal Revenue Service.
- Cash management.
- Compliance with selected Comptroller Accounting Policy Statements.
- Review and approval of purchase vouchers.
- Review and approval of travel vouchers.
- Travel advances.
- Preparation of the federal Indirect Cost Rate Proposal.
- Preparation of the Annual Financial Report.
- Preparation of IRS Forms 1099.
- Maintenance of Vendor Identification Numbers for TDH vendors and employees.
- Late-payment interest monitoring.
- Unprocessed HHSAS purchase voucher monitoring.
- Expenditure transfers.
- Accounting adjustments.
- HHSAS-USAS reconciliations.

Fiscal Division

Program Evaluation	Performance Measures
Performance Measures: State	N/A
Performance Measures: Federal	N/A
Mandate/authority	N/A
Origins of program (if no mandate)	N/A
Program Rules	N/A
Advisory Committee or Regulatory Board	N/A